



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

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**Selectmen's
Meeting Minutes
Tuesday, April 21, 2015
Room 201, Town Hall
Time: 7:00 pm**

Present: Chair, Bill Cranshaw, Selectman Jason Kreil, Selectman David Gavin, Selectman Chris DiSilva, Selectman Tim Egan, Town Administrator Kevin Sweet, Assistant Town Administrator Andrew Scribner-MacLean and Administrative Assistant Becky Mosca.

(This public meeting was recorded).

Public Comments - no comments made

Acceptance of Minutes, March 31, 2015 and April 7, 2015 - Deferred until May 6, 2015

List of Correspondences (mail to the Selectmen's Office for April 21, 2015).

- a) Police monthly report, March 2015
- b) Library monthly report, March 2015 & April 2015
- c) DPW monthly report, March 2015
- d) Meeting notice, ConsCom, April 7, 2015, 4/28/15
- e) Meeting notice, Cultural Council, April 8, 2015
- f) Meeting notice, Sub-BOS Committee, April 14, 2015
- g) Meeting notice, CPC, April 15, 2015
- h) Meeting notice, SC, April 16, 2015, 4/30/15
- i) Meeting notice, HC, 4/21/15
- j) Meeting notice, Sub-BOS Comm. April 21 & 28, 2015
- k) Meeting notice, Coolidge Re-Use Task Force, 4/21/15
- l) Meeting notice, MassDOT, 4/30/15
- m) Meeting notice, Library Trustees, May 11, 2015
- n) Assabet Valley Chamber & Revitalize Maynard Collaborative Candidates night
- o) OARS, news and updates
- p) Notice from Legislature \$200. Mil Chapter 90 Funds
- q) Governor Baker, notice, Chapter 90 funds for Maynard, \$259,727.00
- r) Rep Kate Hogan, notice, Senior news April 2015, 4/7/15 BOS news

- s) Article about Marlborough and Developer regarding zoning change
- t) Spring ArtWalk Downtown Maynard
- u) Resignation letter, 4/15/15, COA, Marilyn Hanson
- v) Copy of letter to J MacDonald – Tapping fees at 10 – 20 Main Street

A motion was made by Selectman Cranshaw to accept the list of correspondences A-V as listed in the agenda. Second by Selectman DiSilva. Vote 5-0. Motion approved.

Consent Agenda;

- a) **Special Permit, Annual Opening Day – Farmer’s Market Costume Parade, Saturday, June 27, 2015**
- b) **Appointments for new employee, LEPC, TSBC, MGCC – Aaron Miklosko**

A motion was made by Selectman Cranshaw to approve the consent agenda with items, A-B as shown. Second by Selectman Gavin. Vote 5-0. Motion approved.

Special Two-Day event at El Huipil Restaurant, Beer & Wine license

TA, Kevin Sweet presented the request for a license to serve beer and wine outside the restaurant on May 2nd ad May 3rd. A section of the parking lot adjacent to the restaurant would be fenced off. He and the chief did a site visit with owner along with the business owner at Aubuchon. Chief agreed to have his staff make checks over at the event for both days. TA Sweet reported that the neighboring hardware store had no objections.

A motion was made by Selectman Cranshaw to approve the special one-day event license for, Saturday, May 2 from noon to midnight and Sunday, May 3, 2015 from noon to 9:00 p.m. at El Huipil. Second by Selectman Kreil. Vote 5-0. Motion approved.

Chair requested the Board make their selections for presenting articles at Town Meeting.
Annual Town Meeting

Article 1, 2, 3 (Town Reports, Obsolete Equipment Material, Authorize Revolving Funds) = Selectman Cranshaw

Article 4 (FY 2016 Salary Admin. Plan) = Selectman DiSilva

Article 5 (Town General Fund Budget FY2016) = Selectman Cranshaw

Article 6 (Optional Additional Exemption) = Selectman Kreil

Article 7 (Sewer Enterprise Fund Budget FY2016) = Selectman Kreil

Article 8 (Water Enterprise Fund Budget FY 2016) = Selectman Kreil

Article 9 (Finance Committee Reserve Fund) = Selectman Gavin

Article 10 (Community Preservation Fund Budget FY 2016) = Selectman Egan

Article 11(Easement for Town-Owned Land –ARRT) = Selectman Gavin

Article 12(Fire Station Feasibility Study) = Selectman DiSilva

Special Town Meeting

Article S-1 (Certified Free Cash Appropriation) = Selectman Cranshaw
 Article S-2 (Certified Free Cash Appropriation – Assabet River rail Trail) = Selectman Gavin
 Article S-3 (Reserve for overlay Release Appropriation) = Selectman Gavin
 Article S-4 (Water Retained Earnings) = Selectman Kreil
 Article S-5 (Sewer Retained Earnings) = Selectman Kreil
 Article S-6 (Community Preservation Fund Reserve) = Selectman Egan
 Article S-7 (Acton Street Zoning Designation Change) = Planning Board
 Article S-8 (Purchase of Real Property) = Selectman Cranshaw
 Article S-9 (Transfer of Coolidge School to Board of Selectman) = Selectman DiSilva

7:15 P.M. Public Hearing: Carry In ABC License Request, d/b/a Art Signal at Video Signals, 16 – 20 Nason Street, Maynard, MA.

Legal notice:

Notice is hereby given, in accordance with Mass. General Laws, Chapter 138 as amended, as well as Section 4.2 of the Town of Maynard's carry In Alcoholic Beverages Regulations, that a Public hearing will be held on Tuesday, April 21, 2015 at 7:15 p.m. in the Michael J. Gianotis Meeting Room (No. 201) of the Maynard Town Building to consider the application of a Carry In Alcoholic Beverages License for Kilby Books, LLC, DBA Art Signals at Video Signals, 16 Nason Street, Maynard, MA. A copy of the application is on file in the Office of Municipal Services.

The hearing was called to order at 7:15 pm. Applicants, Sandra Gudac and Charles Kilby present their working plan with the art area. They have plans to allow carry in wine for adult event times at workshops. Staff is TIPS trained.

TA, Kevin Sweet said the Police and Fire Chief have no issues with this business.

Nick Johnson from the MBA welcomes this new business to the area.

A motion was made by Selectman Cranshaw to approve the carry in license, and wave the requirements for Common Victualler for Kilby Books, LLC dba Art Signals at Video Signals, owner Sandra Gudac and Charles Kilby at 16 Nason Street, Maynard, MA. Hours during the Carry-in Alcoholic Beverages are allowed 11:30 a.m. until 11:00 p.m. for the remainder of the year, December 31, 2015 Second by Selectman Gavin. Vote 5-0. Motion approved. The hearing was closed at 7:25 pm.

Facilities Manager Introduction: Aaron Miklosko

TA, Kevin Sweet introduced Aaron Miklosko to the Board. Aaron started on April 13, 2015. The panel that interviewed with Aaron, Andrew Scribner-MacLean, Chris Okafor, Pete DiCicco. Aaron brings a background in operations, quality, safety and facilities/maintenance oversight. He has significant experience in developing Standard Operating Procedures (SOP's), O & M Plans and process controls. He has directly supervised over 25 unionized employees and has served as a member of the facility's Joint Labor Relations Committee. Aaron is trained in facilities management, holds a Master of Science in facilities Management, and is Lean Six Sigma- Green Belt Certified. Lives in Maynard.

Board welcomes Aaron.

BC what's on your top five list

- Work order system
- Merger some activities from schools
- Coolidge School
- Reorganization make sure it's a smooth transition

Water/Sewer Rate Discussion: Toby Fedder, P.E. – Woodard & Curran

Toby Fedder, P.E. Vice President of Woodard & Curran presented the Water & Sewer Financial Management FY 16 Utility Rate Setting;

Toby provided a guide to the water & sewer rates, which are required to fully fund water and sewer operations within the Town of Maynard. The revenue requirements for both water and sewer services, inclusive of all budgeted costs associated with operating and maintaining the Town's infrastructure, specifically;

The effect of the BOS changing a policy to give senior a discount last May of 2014. We have bonds that are due. Some unfunded mandates NPDES MS4.

Board had some questions over the discussion with Toby. Toby said he would come back to Board with the details at the May 6, 2015.

Review and Approve Special Town meeting Warrant

A motion was made by Selectman Cranshaw to approve May 18, 2015 Special Town Meeting Warrant. Second by Selectman Egan. Vote 5-0. Motion approved.

Review – Contract for maynard Golf Course

Andrew Scribner-MacLean gave Board a summary of the contract highlights as follows:

- The Town will receive an annual, minimum payment of \$40,000.00 for the operation of the golf course and function business.
- Sterling will provide all equipment for the maintenance and operation of the golf course at no cost to the Town.
- The Town will receive 15% (GOLF) and 7.5% (F& B) on revenue above set minimums (lower than previous contract).
- The Town has and will continue to expand its use of the property for a variety of recreational and programmatic needs. With details
- The Town is working more closely with SGM to maximize golf and function business at the facility than in the previous contract. In working with SGM, it is hoped that course play, food & beverage, and function rental income will all increase to the Town's net benefit.

Board asked to have some of Exhibit A and Exhibit B detail. Bring back to the BOS, May 6, 2015.

Discuss – 129 Acton Street Development Agreement

Kevin Sweet, Jason Kreil, David Gavin provided feedback from discussion with property owner about development agreement framework items discussed at last BOS meeting.

Members discussed items on draft agreement including need to have rail trail easement finalized by end of June, need to clarify issues about extent of sidewalk project and need for surety bond. Members to provide final comments to ATA and final version of development

agreement to be presented to property owner next week. If owner agrees, development agreement to be brought for approval at May 6th meeting.

Economic Development updates

- Meeting last week with Brewery (Whole House Group) and Saracen. A plan is in the works to have Saracen at the June 2, 2015 BOS meeting with some concept plans.
- MIIA Health insurance rates locked in at 9.98%. Beginning discussions on future cost control ideas.
- MBA survey on Parking space downtown – report should be ready for the June 2, 2015 meeting with BOS.
- Cultural District group is moving along with the preliminary steps for an application – BOS needs to have a resolution for this spring.
- Keene Ave and Waltham St. projects completed by Planning Board.

Town Administrator Report.

- Facility Manager settling in quickly already has a long list of projects.
- Rockland Field update – Ta checked out field with, CO, TM, MC, and Kevin Feehily. DPW has agreed to help fix – repair the field we also have a quote in process.
- Facility/Custodial/Town/School merger conversations at end of April
- Fire Negotiations underway, anticipating (Dispatch/and Custodial groups in near future.
- We received word from FEMA on April 13, 2015 of the Blizzard Disaster Assistance. A relief meeting is scheduled for May 4, 2015

Chair Report

- Items in the drop box for Selectmen to review for the next meeting regarding, abutter notification and contract renewals.
- Contract list from BOS Office
- Request for TA, Kevin Sweet to have town counsel prepare findings and recommendations regarding the upcoming Selectman/Town Employee relationship conflict.

New/Old Business:

Selectman DiSilva:

- Did our friend (JM) get his letter and get back to us? TA, not yet.
- Did we hear back from either holding liquor licensee on the pending licenses? TA, not at this time. CD, requests we contact both parties in writing.

Selectman Egan:

- CPC updates, checking into the Rockland Field issue.
- Setting up a new filing system
- Updating business system and plan.

Selectman Gavin:

- Checking on issue with the 15 minute parking signs around town. Don't businesses need to come before the BOS to request to add the 15 minutes signs at their place of business? Yes,

TA, we have the following: Main Street liquor, Paper store, Us Post Office, 74 Main Street formerly Neighborhood Brick Oven Pizza). DG, please have the sign removed from Merai Liquor.

Selectman Kreil:

- none

A motion to adjourn the meeting was made by Selectman Cranshaw. Second by Selectman Kreil. Vote 5-0. Motion approved.

Time: 10:50 pm

Approved: _____

Date:



Selectman, Jason Kreil, Clerk

Initials: BJM